



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

In reply refer to:

DivO P6000.5B

SURG

29 JUN 1998

DIVISION ORDER P6000.5B

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MEDICAL (SHORT TITLE:
MED SOP)

Encl (1 LOCATOR SHEET

Reports Required: List, page v

1. Purpose. This manual is promulgated to ensure the efficient administration and operation of medical services and Navy personnel matters within the 3d Marine Division.

2. Cancellation. DivO P6000.5A.

3. Information. This manual amplifies, where necessary, directives from higher authority and delineates policies of this Headquarters.

4. Summary of Revision. This Manual has been reformatted and contains major changes. Due to the substantive changes, this manual should be reviewed in its entirety.

5. Recommendations. Recommendations concerning the contents of the Medical Standard Operating Procedures are invited. Such recommendations will be forwarded to the Commanding General, 3d Marine Division (SURG) via the appropriate chain of command.

6. Records Disposition. Records discussed herein will be maintained as follows per SECNAVINST 5215.5C:

a. Hospital Corpsmen Training Schedules - twelve months or more often if necessary.

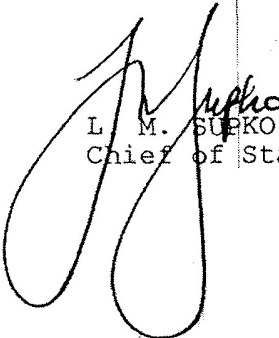
b. Marine Corps Personnel Medical Training Schedules - twelve months or more often if necessary.

c. Training Log - for two years

d. Individual Training Records - accompany the individual upon Permanent Change of Station (PCS) transfer.

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- e. Physical Readiness Test Results Form - will accompany the individual upon transfer.
 - f. Non-Federal Medical Claims Correspondence - five years
 - g. Physical Examinations - one year.
 - h. Sick Call Log - five years.
 - i. Inspection Form - two years.
 - j. Medical Process Roster - reviewed within the first ten working days of each month.
 - k. The medical stock locator/inventory control card - two years.
 - l. Prescription, requisitions, and receipt documents - two years
 - m. Medical Supply Property Accounting Files - one year
7. Certification. Reviewed and approved this date.



L. M. SUPKO
Chief of Staff

DISTRIBUTION: A

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CHAPTER 3

TRAINING

3000. GENERAL. Unit training of medical personnel is essential on a continuing basis. In general, training will include medical, technical, and administrative procedures, establishment of medical facilities, techniques of casualty care and evacuation, and medical care including, but not limited to, emergency medical procedures, handling of casualties, NBC warfare, principles and procedures of triage, primary care of wounds, resuscitation, combat psychiatry, and military preventive medicine. A continuing program for indoctrination in diagnosis and treatment of common, tropical and exotic diseases should be conducted. Marine Corps personnel will be made familiar with the various individual and unit measures that are employed in the unit's preventive medicine program.

3001. RESPONSIBILITY

1. Unit commanders are responsible for establishing and conducting an effective training program. Among the training requirements to be met are:

a. Formal on-the-job training on a continuous basis for hospital corpsman including General Military Training subjects.

b. Training in first-aid and casualty handling for nonmedical personnel.

c. Food handlers training for food service personnel

2. Each commander shall appoint, in writing, a senior petty officer as the medical training petty officer. The medical training petty officer will be responsible for:

a. Developing hospital corpsman training schedules. Classes are to be incorporated into unit training schedules. A file of unit training schedules will be maintained for two years.

b. Developing Marine Corps personnel medical training schedules in conjunction with the organizational S-3 officer. Subjects listed in paragraph 3005 below shall be presented a minimum of once every 12 months or more often if necessary.

c. Maintaining separate training logs for Navy and Marine Corps personnel. The logs will be maintained in the format depicted in appendix B.

d. Maintaining individual training records for Hospital Corpsman. The record will contain past training history, record of Personnel Advancement Requirements, Privacy Act Sheet, correspondence course completions, advancement dates, risk factor screen sheets, college and extra curricular correspondence courses completed, and other documentation relating to the individual's training. This record is to accompany the individual upon PCS transfer.

e. Ensure attendance rosters are maintained for the training, classes conducted. This documentation should include individuals name, title of class, date, and pay grade of attendees and organization name.

3002 LESSON PLANS

1. Standard Navy lesson plans are to be prepared for each topic presented.
2. Lesson plans shall be reviewed semi-annually by the SMDR and clearly marked with the date of the review, name of the reviewing individual, and signature. A duplicate copy of each standard lesson plan will be retained in a separate file.

3003. TRAINING OF MEDICAL OFFICERS

1. It is desirable that medical officers maintain a continuing course of self-study or enroll in correspondence courses with emphasis on medical matters peculiar to areas where the 3d Marine Division, or its elements, may be called to operate.
2. When operating conditions permit, medical officers are encouraged to meet for discussion and/or presentation of professional topics and items of general interest to other medical officers.
3. The Naval School of Health Sciences (NSHS) sponsored training such as 'Tropical Medicine' and 'Cold Weather Medicine' are available through the Medical Plans Officer. This level of course is qualified as Type I Continuing Medical Education (CME) credit. Other informal training is available by arrangement with Naval Hospital, Okinawa specialty clinics, Grand Rounds and other hospital meetings.
4. The Navy Correspondence Course Manual offers medical officers training with courses such as: Combat and Field Medicine Practice; Insect and Rodent Control; Medical Service in Joint Overseas Operations; Navy Regulations; Clinical Laboratory Procedures; Medical Department Orientation; Air War College; Naval War College; and many more. Medical officers are encouraged to avail themselves of these courses.

5. Graduate Medical Education and Residency Training requests should be submitted to NSHS not later than 1 August via the Division Surgeon in order for selection and approval to be effected yearly in November.

3004. TRAINING OF HOSPITAL CORPSMEN

1. General. Training of hospital corpsmen shall consist of the following:

a. Field Medical Service techniques which include

(1) Recognition and treatment of battle and non-battle injuries, including Nuclear, Biological, Chemical (NBC) casualties

(2) Triage and evacuation procedures including basics of medical regulating.

Emergency medical procedures.

(4) Utilization of Authorized Medical Allowance Lists (AMALS) and T/E material, and methods of resupply.

Preventive medicine procedures in the field.

Field emergency tag reporting procedures.

(7) Cardiopulmonary Resuscitation (CPR) training.

Sexually Transmitted Diseases (STDs) and HIV/AIDS awareness.

(9) Health Records Maintenance.

b. Training in NBC Passive Defense and Substance Abuse should be provided by the unit's NBC and Substance Abuse Control Officer.

c. General Military Training (GMT) will include topics such as:

(1) Safety and Hazardous Materials Handling

(2) Code of Conduct.

(3) Financial Responsibilities.

(4) Legal Assistance.

(5) Sea Power

d. Formal and on-the-job training per NAVMEDCOMINST 1510.2

e. Training for advancement shall be accomplished as an integral part of the medical training program. Monthly reports shall be submitted to the Division Surgeons Office (DSO Training Petty Officer) no later than the first of each month.

f. Lesson plans for medical training will be reviewed annually by Division Surgeon.

g. A minimum of 80% attendance level per class must be achieved

2. Billet rotation. Rotation for training in the various billet assignments within the Division is essential. Provisions must be made in each unit to ensure that a minimum of two persons are trained in each billet. Cross training enhances the individual hospital corpsman's growth potential.

3. Petty Officer Indoctrination Course

a. An initiative by the Chief of Naval Operations has established the requirement for a mandatory 22 hour Petty Officer Indoctrination Course. This course is intended to assist new petty officers in effectively functioning in their newly acquired leadership role.

b. The major areas of instruction will include emphasis on the roles and responsibilities of the petty officer, leadership and management, human behavior, communication, performance standards, counseling, discipline, military justice and the petty officer, and the Navy Human Resource Management Support System.

c. All personnel selected for advancement will be required to attend the indoctrination course prior to being frocked. The Petty Officer Indoctrination Course will be scheduled to coincide with promotion cycles. The program will be administered and instructors assigned by the Command Master Chief.

d. Chief Petty Officer Indoctrination Training. All Naval personnel selected for advancement to E-7 will be required to attend the Chief Petty Officer Indoctrination Course. The program will be administered and instructors assigned by the Command Master Chief.

3005. MEDICAL TRAINING FOR MARINE CORPS PERSONNEL

1. MCO 1510.89 provides information pertaining to individual training of enlisted Marines at the unit level. Certain medical subjects are prescribed by the Commandant of the Marine Corps as essential subjects. Enlisted Marines are required to be evaluated or trained in these subjects to maintain their proficiency. In this regard, medical essential subjects prescribed in MCO 1510.89 shall be included as an integral part of the unit training program.

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2. Marine Corps personnel shall receive at least annually, or more often if deemed appropriate, training to include, but not limited to the following:

- a. Initial control of hemorrhage.
- b. Treatment of asphyxia to include cardio-pulmonary resuscitation procedures.
- c. Treatment of shock
- d. Treatment of common injuries to include the following:
 - (1) Head injuries.
 - (2) Sucking chest wounds.
 - (3) Abdominal wounds
 - (4) Burns.
 - (5) Snake bites.
 - (6) Human, animal bites and insect bites/stings.
- e. Transportation of casualties.
- f. Prevention and handling of heat and cold casualties
- g. Personal hygiene
- h. Splinting/Bandaging
- i. Field sanitation to include
 - (1) Prevention of insect-borne disease.
 - (2) Malaria prevention and chemoprophylaxis
 - (3) Japanese Encephalitis prevention.
- j. STDs, HIV/AIDS Awareness.
- k. Foot care/forced march preparations

3006. FOOD HANDLERS TRAINING

1. Initial training and subsequent semi-annual training will be given to all food service personnel assigned in messes and clubs for a period in excess of 30 days. Such training will be per OPNAVINST

3. Hospital Corpsmen of the Division are not required to perform the Marine Corps Physical Fitness Test or be evaluated utilizing Marine Corps standards. However they will, by choice, perform either the Navy PRT or the Marine Corps PFT, semi-annually.

4. SMDRs shall monitor the general fitness of their personnel for field duty, and enroll into the remedial physical fitness program those who fail semi-annual testing. SMDRs will ensure that the risk factor Screening/Physical Readiness Test Results Form is initiated on all Navy personnel. This form must be forwarded with the individual upon transfer.

5. SMDRs will complete a Command Physical Readiness Report and submit it to the Division Surgeons Office no later than 15 September each year.

3010. RELATED PUBLICATIONS. The following publications/directives are recommended for review by all unit training petty officers:

1. OPNAVINST 1500.22 - General Military Training.
2. NAVMEDCOMINST 1500.8 - Command Training Program (CTP).
3. BUMEDINST 1510.10 - Training of Hospital Corpsmen
4. NAVEDTRA 100612 - Training Manuals and Correspondence Course.
5. FMFM 4-50 - Medical and Dental Support.
6. NAVPERS 18068 series - Occupational Standards and Bibliography for the HM rating.
7. FMFPacO 1500.3 - FMFPac Training Program.
8. NAVEDTRA 10052 series - Bibliography for Advancement Study.
9. OPNAVINST 6110.1D - Physical Fitness.